

**Department of Education**  
**PROGRAM ADMINISTRATION**  
**Fiscal Year 2010 Budget Request**

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## **PROGRAM ADMINISTRATION**

For carrying out, to the extent not otherwise provided, the Department of Education Organization Act, including rental of conference rooms in the District of Columbia and hire of three passenger motor vehicles, [\$433,482,000] \$456,500,000, of which [\$5,400,000] \$8,200,000, to remain available until expended, shall be for relocation of, and renovation of buildings occupied by, Department staff. (*Department of Education Appropriations Act, 2009*).

**PROGRAM ADMINISTRATION**  
**Amounts Available for Obligation**  
(\$000s)

	2008	2009	2010
Discretionary appropriation:			
Appropriation	\$418,587	\$433,482	\$456,500
Across-the-board reduction	<u>-7,313</u>	<u>0</u>	<u>0</u>
Subtotal, appropriation	411,274	433,482	456,500
Unobligated balance, start of year	2,236	4,299	0
Unobligated balance expiring	-178	0	0
Unobligated balance,end of year	<u>-4,299</u>	<u>0</u>	<u>0</u>
Total, direct obligations	409,033	437,781	456,500

## PROGRAM ADMINISTRATION

### Obligations by Object Classification (\$000s)

Object Class		2008	2009	2010	Change from 2009 to 2010
11.10	Full-time permanent	\$177,566	\$199,529	\$210,888	\$11,359
11.31	Full-time temporary	28,600	12,863	13,450	587
11.32	Part-time	4,378	738	757	19
11.33	Consultants	507	83	85	2
11.51	Overtime	239	350	350	0
11.52	Awards	3,722	3,638	3,638	0
	Compensation subtotal	215,012	217,201	229,168	11,967
12.00	Benefits	52,814	55,452	58,837	3,385
13.10	Benefits for former personnel	80	180	180	0
21.00	Travel	5,927	6,247	6,247	0
22.00	Transportation of things	97	1	1	0
23.10	Rental Payments to GSA	37,114	40,044	42,039	1,995
23.31	Communications	6,961	4,620	4,620	0
23.32	Postage/fees	1,726	1,695	1,695	0
	Subtotal 23	45,801	46,359	48,354	1,995
24.00	Printing & Reproduction	2,299	2,722	2,722	0
25.10	Advisory and Assistance Svcs	2,439	2,922	2,922	0
25.21	Other Services	23,703	19,716	19,470	(246)
25.22	Training/Tuition/Contracts	1,302	1,366	1,366	0
25.23	Field Readers	183	0	0	0
25.30	Goods/Services from Gov't	21,938	21,205	19,349	(1,856)
25.40	Operations/Maint of Facilities	0	0	0	0
25.50	Research & Development	0	0	0	0
25.71	Operations/Maint of Equipment	656	971	971	0
25.72	IT Services/Contracts	31,369	51,573	56,272	4,699
	Subtotal 25	81,590	97,753	100,350	2,597
26.00	Supplies	1,126	1,320	1,320	0
31.10	IT Equipment/Software	2,347	788	788	0
31.30	Other Equipment	475	2,249	598	(1,651)
	Subtotal 31	2,822	3,037	1,386	(1,651)
32.00	Building Alterations	1,465	7,509	7,935	426
43.10	Interest and Dividends	0	0	0	0
	Total, Obligations	409,033	437,781	456,500	18,719
	Total PC&B	267,906	272,833	288,185	15,352
	Total Non-Personnel	141,127	164,948	168,315	3,367

## PROGRAM ADMINISTRATION

### Summary of Changes (\$000s)

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2009	.....	\$433,482
2010	.....	<u>456,500</u>
	Net change .....	+23,018

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	<u>2009 base</u>	<u>Change from base</u>
<b>Increases:</b>		
<u>Built-in:</u>		
Increase in personnel compensation primarily for pay increases (most Program Administration employees received a 4.8 percent pay raise in 2009 with the locality adjustment; the 2010 pay raise is 2 percent.)	\$213,213	+\$5,775
Increase in benefits for the Department's share of health, retirement, and other benefits	55,542	+1,874
Increase in GSA rental payments due primarily to anticipated rate and tax increases	40,044	+1,995
<u>Program:</u>		
Increase in personnel and compensation for 50 FTE necessary to ensure successful management of Department programs and priorities and to implement Recovery Act programs for which there are no Recovery Act administrative funds available	268,845	+6,680
Increase in personnel and compensation in the Office of Elementary and Secondary Education for 8 additional FTE to support the Teacher Incentive Fund and Striving Reader programs and to work with States on their accountability systems	26,354	+1,023
Increases in contracted IT services for EDUCATE, the Department's centralized information technology network, for additional software licenses, physical moves of equipment to a new data center, and load testing software tools for Web application testing, IT security, and data collection required by the Elementary and Secondary Education Act	26,137	+4,699

## PROGRAM ADMINISTRATION

### Summary of Changes (\$000s)

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	<u>2009 base</u>	<u>Change from base</u>
Increase in building alterations primarily for construction in the Mary E. Switzer headquarters building	3,210	<u>+4,725</u>
Subtotal, increases		+26,771
<b>Decreases:</b>		
<u>Program:</u>		
Decrease in other contracted services for Homeland Security Presidential Directive 12	466	-219
Decrease in other contracted services	19,250	-27
Decrease in goods and services from the Government for IT work related to regional office relocations	1,000	-1,000
Decrease in goods and services from the Government for guard and building security services	8,983	-813
Decrease in goods and services from the Government	11,222	-43
Decrease in other equipment for purchase of furniture and installation in regional office relocations	1,651	<u>-1,651</u>
Subtotal, decreases		-3,753
Net change		+23,018

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**PROGRAM ADMINISTRATION**

**Authorizing Legislation**  
(\$000s)

Activity	2009 Authorized	2009 Estimate	2010 Authorized	2010 Request
Salaries and expenses (DEOA)	Indefinite	\$428,082	Indefinite	\$448,300
Building Modernization (DEOA)	Indefinite	<u>5,400</u>	Indefinite	<u>8,200</u>
Total appropriation		433,482		456,500

## PROGRAM ADMINISTRATION

### Appropriations History (\$000s)

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	Budget Estimate to Congress	House Allowance	Senate Allowance	Appropriation
2001	413,184	382,934	395,871	412,196
2002 2002 Rescission	424,212	427,212	424,212	423,409 (880)
2003	423,291	411,795	412,093	409,863
2004	434,494	434,494	349,730	420,379
2005	429,778	421,055	420,379	419,280
2006	418,992	410,612	411,992	411,150
2007	425,966	N/A <sup>1</sup>	N/A <sup>1</sup>	418,587 <sup>1</sup>
2008	446,934	219,487	432,631	411,274
2009	444,439	422,185 <sup>2</sup>	427,939 <sup>2</sup>	433,482
2010	456,500			

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<sup>1</sup> This account operated under a full-year continuing resolution (P.L. 110-5). House and Senate Allowance amounts are shown as N/A (Not Available) because neither body passed a separate appropriations bill.

<sup>2</sup> The levels for the House and Senate allowances reflect action on the regular annual 2009 appropriations bill, which proceeded in the 110<sup>th</sup> Congress only through the House Subcommittee and the Senate Committee.

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## **PROGRAM ADMINISTRATION**

### **Significant Items in FY 2009 Appropriations Reports**

#### **Transfer of Funds**

**Senate:** The Committee bill includes a provision giving the Secretary authority to transfer up to 1 percent of any discretionary funds between appropriations, but not to be increased by more than 3 percent provided that the Appropriations Committees of both Houses of Congress are notified at least 15 days in advance of any transfer.

**Conferees:** The Conferees include a provision that allows funds not to exceed 1 percent of any discretionary funds which are appropriated for the Department of Education to be transferred between appropriations, but that no such appropriation shall be increased by more than 3 percent by any such transfer: The transfer authority granted by this section shall be available only to meet emergency needs and shall not be used to create any new program or to fund any project or activity for which no funds are provided in this Act. The Committees on Appropriations of the House of Representatives and the Senate must be notified at least 15 days in advance of any transfer.

**Response:** The Department will comply with the directive for transferring funds between appropriations and will notify the Committees as requested.

#### **Greenhouse Gas Emissions**

**Conferees:** The Committee directs the Department to provide a detailed inventory of the Department's greenhouse gas emissions and a plan to reduce these emissions by December 31, 2009.

**Response:** The Department will provide the detailed inventory and reduction plan by December 31, 2009, as requested.

**DEPARTMENT OF EDUCATION FISCAL YEAR 2010 PRESIDENT'S REQUEST**

(in thousands of dollars)				2010	Change from	
	Category	2008	2009	President's	2009 Appropriation	
Office, Account, Program and Activity	Code	Appropriation	Appropriation	Request	Amount	Percent
<b>Program Administration (DEOA)</b>						
1 Salaries and expenses	D	409,211	428,082	448,300	20,218	4.7%
2 Building modernization	D	2,063	5,400	8,200	2,800	51.9%
Total	D	411,274	433,482	456,500	23,018	5.3%
Outlays	D	442,438	439,824	447,886	8,062	1.8%

NOTES: Category Codes are as follows: D = discretionary program; M = mandatory program.  
FY 2008 detail may not add to totals due to rounding.

## PROGRAM ADMINISTRATION

### Salaries and expenses (DEOA)

FY 2010 Authorization (\$000s): Indefinite

Budget authority (\$000s):

	<u>2009</u>	<u>2010</u>	<u>Change</u>
Personnel costs	\$272,833	\$288,185	+\$15,352
Non-personnel costs	<u>155,249</u>	<u>160,115</u>	<u>+4,866</u>
Total	428,082	448,300	+20,218
FTE	2,044	2,102	+58

### PROGRAM DESCRIPTION

The Program Administration account provides a significant portion of the funding and staff to administer the Department's programs and activities in the following program and staff offices:

#### Program offices:

- Office of Postsecondary Education
- Office of Elementary and Secondary Education
- Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students
- Office of Special Education and Rehabilitative Services
- Office of Vocational and Adult Education
- Institute of Education Sciences
- Office of Innovation and Improvement
- Office of Safe and Drug-Free Schools

#### Staff offices:

- Office of the Secretary
- Office of the Deputy Secretary
- Office of the Under Secretary
- Office of the General Counsel
- Office of Planning, Evaluation, and Policy Development
- Office of Communications and Outreach
- Office of Legislation and Congressional Affairs
- Office of Management
- Office of the Chief Financial Officer
- Office of the Chief Information Officer
- Advisory Committee on Student Financial Assistance

Program offices are the front-line administrators of the Department's programs, providing leadership and financial support for education programs assisting preschoolers; elementary,

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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secondary, and college students; and adults. Program offices are critical to managing the Department's multi-billion dollar program budget through activities such as grantmaking and review, grantee technical assistance, grant monitoring, and contract management. In addition, the offices support research and demonstration projects to improve education and disseminate information on research findings and education statistics.

Staff offices provide the policy, legal, management, and financial support needed to help the Department fulfill its mission. These offices are vital to the day-to-day operation of the Department, as well as providing policy leadership and administration of key Departmental priorities.

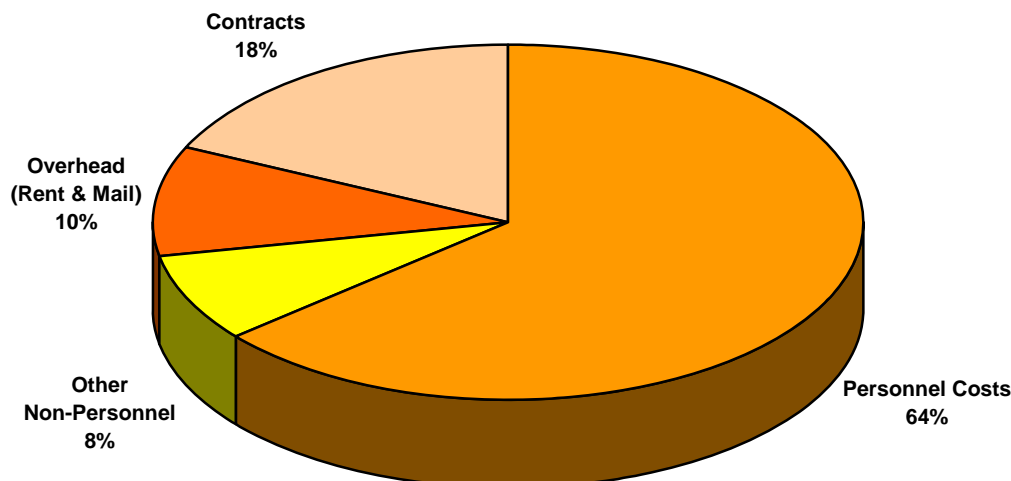
Funding levels for the past 5 fiscal years were:

	(\$000s)
2005.....	\$419,280
2006.....	411,150
2007.....	416,487
2008.....	409,211
2009.....	428,082

### FY 2010 BUDGET REQUEST

The 2010 request for Salaries and Expenses is \$448.3 million, \$20.2 million, or 4.7 percent, above the 2009 level. The additional funds requested for 2010 are targeted in only a few key areas, accounting for a \$21 million increase. The Department's net request for all other items is slightly below the 2009 level, as the Department is holding costs down for these items as much as possible. The following chart provides a breakdown of the request, by type of cost.

**Program Administration  
FY 2010 Salaries and Expenses Costs by Category**



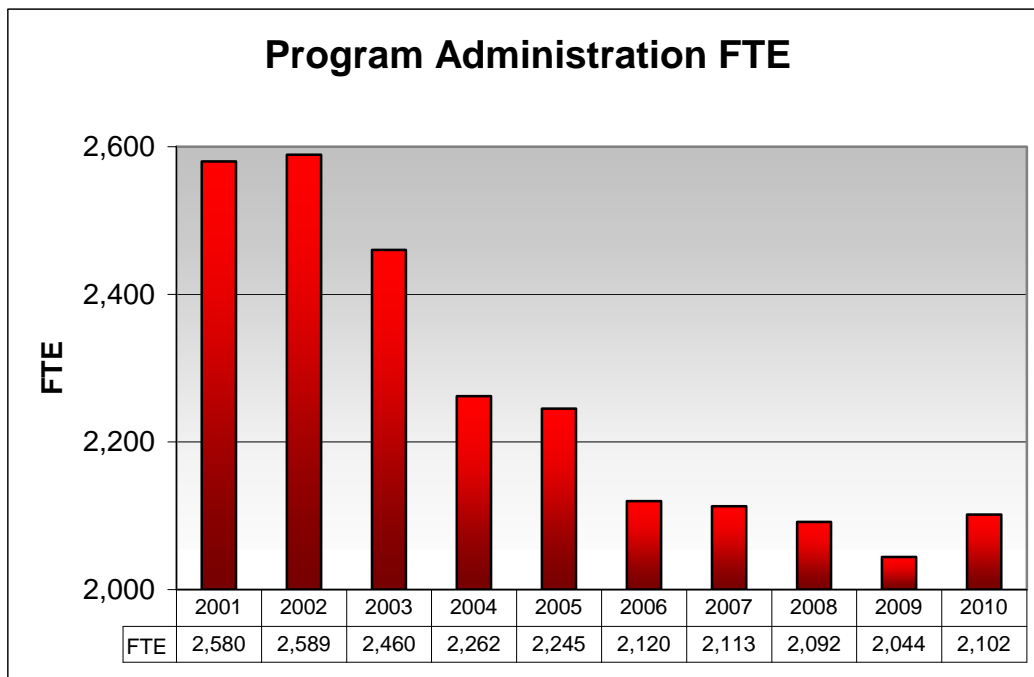
## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### STAFFING AND COSTS SUMMARY

The increase the Department received in its 2009 Program Administration appropriation was not sufficient to cover its fixed cost increases. To manage the funding gap, the Department substantially reduced FTE levels, as shown in the following chart.



The increase in requested FTE is necessary to staff key positions that were not able to be filled in 2009 due to funding constraints, and to implement the portions of the Recovery Act for which no administrative funding was provided within the Act. Not filling these vacancies runs the risk of both failing to administer adequately the Department's programs and permanently losing crucial institutional knowledge. In addition, eight additional staff are needed to address key Administration priorities related to the Elementary and Secondary Education Act (ESEA). The cost of the additional FTE is \$7.7 million.

Most of the remaining requested increase is attributable to the following:

1. Pay raises—both the enacted 4.8 percent raise for 2009 for employees in Washington, D.C. and the proposed 2 percent 2010 pay raise--\$6.6 million.
2. Rental costs for office space— As landlord and real estate agent for the Federal Government, the General Services Administration (GSA) determines the office space costs for the Department, including the cost of rent. The increase for rent is \$2 million; actual rental costs have increased on average 3.5 percent a year over the last 4 years.
3. Increased spending for the Department's major information technology (IT) contracts, including the centralized information technology network, IT security, and data collection

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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systems— Departmentwide spending on major IT contracts has not increased in the past

few years, despite increasing security and IT requirements. The increase includes funding for additional software licenses, physical moves of equipment to a new data center, load testing software tools for Web application testing, IT security, and data collection required by the Elementary and Secondary Education Act--\$4.2 million.

Note that the increases for activities 1 and 2 are “fixed” increases and will be incurred in 2010. Any reductions in funding will necessitate cuts elsewhere in the Department’s budget (i.e., employee reductions) to support these fixed costs. Activity 3 involves a significant investment in improving the Department’s information technology capabilities so that Department staff can perform their jobs more efficiently.

### Staffing

The 2010 request includes funding for 2,102 FTE, a net increase of 58 FTE from the 2009 level of 2,044 FTE. The majority of the FTE, 50 of the additional 58 included in the request, are requested to fill key positions not staffed in 2009 due to funding constraints and to implement the portions of the Recovery Act for which no administrative funding was provided within the Act.

The additional staff include FTE focusing on administering grants in the following program offices: Elementary and Secondary Education, Special Education and Rehabilitative Services, English Language Acquisition, Safe and Drug-Free Schools, Innovation and Improvement, Postsecondary Education, and the Institute of Education Sciences, as well as for the Department’s staff offices to work on activities including budgeting, legislative affairs, public outreach, and policy formulation. As needs warrant, the Secretary may reallocate the requested FTE to areas of highest priority (e.g., Recovery Act implementation).

Eight FTE are also requested for the Office of Elementary and Secondary Education. Details on the additional staff requested for OESE are included in the Significant Budget Items section.

### Personnel and Non-Personnel Costs Summary

The budget request includes \$288.2 million for personnel compensation and benefits, an increase of \$15.4 million from the 2009 level of \$272.8 million. Of this increase, \$7.7 million is for the additional 58 FTE; and \$7.7 million is for the pay raise in 2009, the proposed 2 percent Governmentwide pay raise in 2010, and historically based increases for employee benefits.

Non-personnel costs cover such items as travel, rent, mail, telephones, utilities, printing, information technology (IT), contractual services, equipment, supplies, and other departmental services. The total request for non-personnel activities in 2010 is \$160.1 million, an increase of \$4.8 million from 2009.

## **SIGNIFICANT BUDGET ITEMS**

Significant changes from 2009 to 2010 and key projects are highlighted in the following sections, grouped by office.

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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The FY 2010 budget request for Program Administration is needed to:

- Administer the historic American Recovery and Reinvestment Act of 2009, which provided \$98 billion for education programs to avert education-related job reductions, transform education, and ensure access to higher education.
- Administer 150 ongoing programs meriting support at all levels of education.
- Reform the Elementary and Secondary Education Act, including improvement of the assessments used to track student progress to measure readiness for college and the workplace.
- Provide leadership in improving public education and student achievement.

In addition to the programmatic goals above, the Department must also fund the operational activities necessary for the everyday work of the Department, including expenses such as:

- Facilities management, including rent for office space and guard services.
- Phone and computer network services.
- Operation and maintenance of the Department Web site ([www.ED.Gov](http://www.ED.Gov)).
- Purchase of information technology (IT) equipment and services.

The FY 2010 budget request also places emphasis on improving departmental management of programs and resources. Specific management priorities include:

- Financial management, including projects designed to ensure accountability of Department assets, improve grants management, and provide better financial data to Department managers.
- Reporting, as required by the American Recovery and Reinvestment Act of 2009.
- Improving recruitment, retention, and development of human capital.
- Information technology, including improving the capability to retrieve and utilize data, a continued focus on security, and enhancements to the Department's Internet site.
- Program performance improvement, to inform decisionmakers and focus limited resources on programs that work, and to reform or eliminate programs that do not.

### **Office of Elementary and Secondary Education**

#### FTE

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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A total of 15 additional staff is requested for the Office of Elementary and Secondary Education. The 2010 request strengthens the Department's role in carrying out the ESEA through the following additions in FTE: 1) one FTE to perform grant management activities

for the Teacher Incentive Fund program—this program is expected to grow significantly in the next few years, 2) one FTE to perform grant management activities for the Striving Readers program—the Administration is requesting a 99 percent increase in the appropriation for this program, and 3) six FTE to work with States on their accountability systems, which is a high priority of the Administration. In addition, seven of the requested staff will be implementing Recovery Act programs—Title I grants, School Improvement Grants, Education Technology State Grants, and Education for Homeless Children and Youth—for which no administrative funding was provided within the Act.

#### Standards and assessments initiative

The purpose of this project is to obtain logistical and administrative support for peer reviews related to implementing the ESEA State Assessments including standards and assessment systems, enhanced assessment grants, the Title I accountability growth model, and differentiated accountability reviews. Funds are also used to conduct Title I monitoring site visits. The assessments are required under Title I of the ESEA. These assessments, along with other academic indicators, will be used as the basis for public school and district accountability. The State accountability system must define adequate yearly progress in terms of annual measurable objectives or through a growth model trajectory.

In 2010, \$1.214 million is requested for this project, no change from 2009. The funds in 2010 will cover the costs for peer review of reading and mathematics assessments for approximately 26 States (including 10 formerly approved States who have revised their assessment systems), science assessments for 20 States, and growth model/differentiated accountability reviews for a total of 20 States and Title I monitoring site visits to 19 States.

#### Impact aid system

A total of \$172,000 is requested in 2010 for the maintenance of the Impact Aid system, which processes and manages application data and payment information for the Impact Aid program. The request is no change from 2009.

### **Office of Planning, Evaluation, and Policy Development**

#### EDFacts

Through EDFacts, the Department is supporting a system for measuring student achievement by: 1) providing an integrated, Web-based collection of timely data on student achievement and educational outcomes; 2) eliminating existing reporting burdens that divert State and local school resources from their educational mission; and 3) assisting in analysis of data on educational results to identify performance trends and inform management, budget, and policy decisions. Implementation of the system helps lay the groundwork for shifting the Department's emphasis from focusing on compliance with procedural requirements to focusing on actual student achievement. EDFacts has eliminated the need to conduct a separate Title III Biennial Report (T3BR) collection and has reduced duplication



## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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or simplified the following data collections: Consolidated State Performance Report (CSPR), Common Core of Data (CCD), Civil Rights Data Collection (CRDC), and Formula Grant Electronic Application System for Indian Education (Formula Grant EASIE).

The central database for the collection of data is the Education Data Exchange Network (EDEN). The ED*Facts* Reporting System provides data analysis and reporting capabilities to allow users to obtain information about the status and progress of education in States, local educational agencies, and schools. In 2010, \$9.575 million is requested for continued implementation and operation of the EDEN system and implementation of ED*Facts*, no change from 2009.

#### Doing what works

Doing What Works is a Web site ([www.dww.ed.gov](http://www.dww.ed.gov)) dedicated to helping educators identify and make use of effective teaching practices. Doing What Works contains practice guides that evaluate research on the effectiveness of teaching practices described in the guides. The Web site also contains examples of possible ways this research may be used, but not necessarily the only ways to implement these teaching practices. Recent information made available include reviews of Character Education, focusing on programs designed to increase student outcomes related to positive character development, and Dropout Prevention, focusing on interventions in junior high school or high school designed to increase high school completion rates. A total of \$400,000 is requested for contractual assistance for continued implementation of this initiative, no change from 2009.

#### Budget formulation and execution line of business

The Department will continue to serve as the Managing Partner for the E-Government Budget Formulation and Execution Line of Business initiative, designed to improve the efficiency of the budgeting process at Federal agencies. The areas of focus include agency collaboration, data collection and tracking, document production, budget and performance integration, agency budgeting tools, and human capital. The Department's contribution for this initiative is \$95,000, in both 2009 and 2010. Two dozen agencies contribute similar amounts to the project, which will cost \$2.8 million in 2009.

Government budget personnel currently spend a substantial amount of time entering and reconciling data and merging numbers into textual presentations. The goal is to reduce time spent on manual processes (via increased use of technology) and increase budget personnel time spent on high priority analytical activities. An example of an activity undertaken by the Line of Business to improve efficiency includes maintenance of a Governmentwide wiki site, the MAX Federal Community, for increased information sharing, collaboration, and knowledge management across the Federal Government, as well as securely within each agency. Over 13,000 members and multiple communities utilize the MAX Federal Community across Government.

#### Budget formulation database

This system collects information used for the formulation, analysis, and allocation of all Department salaries and expenses funds. In 2010, \$200,000 is requested for this system, no change from 2009.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### Office of the Secretary

##### Erroneous payments predictive model

This project supports the Department's efforts to assess the risk of improper payments in non-FSA grant programs by developing a state-of-the-art "Predictive Model" for erroneous payments. The model uses data available from Department sources, external demographic and economic factors, and data mining technology to assess or "predict" the risk of a grantee's poor performance or non-compliance. The model will provide the Department the capacity to identify potential performance and compliance issues, implement risk management controls, and reduce grant-related audit findings. In 2010, \$200,000 is requested for this project, no change from 2009.

##### White House special events

A total of \$275,000 is requested for administrative support of White House conferences and special events in 2010. The special events will focus on a variety of education initiatives.

##### White House Initiative on Hispanic Education

The White House Initiative on Hispanic Education is responsible for improving Federal efforts to promote quality education for Hispanic Americans. Activities include enhancing opportunities in adult education and assuring that Federal departments and agencies collect appropriate data on participation rates of Hispanics in Federal education programs. Approximately \$615,000 (4 FTE and \$79,000 in non-personnel costs) is requested to support this initiative in 2010.

##### White House Initiative on Tribal Colleges and Universities

The goals of this initiative include ensuring that tribal colleges are fully recognized as accredited institutions and that they have access to opportunities afforded other higher education institutions; promoting the preservation and revitalization of native languages and cultures; and encouraging innovative linkages between the tribal colleges, early childhood programs, and elementary and high schools. In 2010, approximately \$650,000 (4 FTE and \$116,000 for non-personnel items including travel funds and contractual support) is requested for this initiative.

##### White House Initiative on Historically Black Colleges and Universities

This initiative is designed to assist Historically Black Colleges and Universities access federally funded programs and increase the private sector role in strengthening these institutions. In 2010, approximately \$1.3 million (8 FTE and \$217,000 for non-personnel activities) will support this initiative.

## **PROGRAM ADMINISTRATION**

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#### Faith-Based and Community Initiatives Center

This initiative aims to improve the delivery of social services by drawing on the strengths of religious and community groups. The Department is working to identify and eliminate

barriers to participation in ED programs by faith-based and community organizations. In 2009, approximately \$1.05 million (6 FTE and \$244,000 for related non-personnel costs) is requested to achieve the goals of this initiative. The request includes funds to support an evaluation of the effectiveness and progress of the initiative's programs.

### **Office of Communication and Outreach**

#### "Education News Parents Can Use"

"Education News Parents Can Use" is a nationally broadcast television program, with an estimated viewership of over 8.5 million. It presents practical, plain language discussions of topics such as ensuring safe and drug-free schools, teaching reading, serving students with disabilities, and new educational technology. In 2010, \$580,000 is requested to produce nine programs, no change from 2009.

#### Blue Ribbon Schools

The Blue Ribbon Schools program honors elementary and secondary schools that make significant progress in closing the achievement gap or whose students achieve at very high levels. In 2010, \$875,000 is requested to continue this program, which includes a ceremony in Washington, D.C., for the honored schools. The request is no change from 2009.

#### Presidential Scholars Program

This program, started in 1964, recognizes the Nation's most distinguished graduating high school seniors. Each year, the White House Commission on Presidential Scholars selects up to 141 students for this honor. To support this program in 2010, \$675,000 is requested, no change from 2009.

#### President's education awards

The President's Education Awards program is an annual effort to recognize students for outstanding educational achievement. Awards are given in two categories:

1) the President's Award for Educational Excellence, which recognizes academic success in the classroom; and 2) the President's Award for Educational Achievement, which recognizes students who show outstanding educational growth or intellectual development but do not meet the criteria for the Educational Excellence Awards. In 2010, \$148,000 is requested for this program, no change from 2009.

#### ED Pubs

The ED Pubs contract provides customers with a "one-stop-shopping" approach to materials produced by the Department. In 2009, \$600,000 is requested for the dissemination of Office of Communication and Outreach publications, no change from 2009. Multiple offices

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### Salaries and Expenses

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provide funding for this initiative.

### Office of the Chief Financial Officer

#### FTE

The decrease in FTE from 176 FTE in 2009 to 165 FTE in 2010 reflects a mid-year 2009 transfer of the Financial Systems Operations from the Office of the Chief Financial Officer to the Office of the Chief Information Officer.

#### Financial improvement contract

The Financial Improvement contract is designed to provide assistance for preparation of financial statements, data reconciliation, development of policies and procedures, and other financial management activities. In 2010, \$350,000 is requested for this contract, no change from 2009. Both the Program Administration and Student Aid Administration accounts provide funding for this contract.

#### Government Performance and Results Act (GPRA) planning support

A total of \$490,000 is requested in 2010 for strategic planning and performance reporting required under GPRA, including the annual Performance and Accountability Report, the Annual Performance Budget, and the Fast Facts monthly management report. The request is no change from 2009.

#### Chief Financial Officer's Council/Chief Information Officer's Council

In 2010, \$380,000 is requested to support the operations of two interagency organizations: 1) the U.S. Chief Financial Officers Council, an organization of the CFOs and Deputy CFOs of the largest Federal agencies, and senior officials of the Office of Management and Budget and the Department of the Treasury who work collaboratively to improve financial management in the Government; and 2) the Chief Information Officer's Council, which consists of Federal agency chief information officers who monitor and consult on agency technology efforts.

#### Erroneous payments assistance

Support is requested for an agreement with the Oak Ridge National Laboratory to provide assistance in developing the internal capacity to operate and maintain a state-of-the-art decision-support methodology to support the Department's grant making process. The goal is to utilize a procedure that statistically assesses the risk of grantees' poor performance or non-compliance. The 2010 request of \$250,000 is no change from the 2009 level.

#### Federal audit clearinghouse

Funds are requested for an agreement with the Bureau of the Census to serve as the

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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Clearinghouse for the Department's Single Audit Reports. The Bureau of the Census processes incoming reporting packages and related data collection forms, develops and maintains an electronic database of data from the forms, and handles inquiries from auditees, auditors and the general republic concerning audit requirements. The 2010 request of \$642,000 is no change from 2009.

### **Office of the Chief Information Officer**

#### FTE

The increase in FTE from 125 FTE in 2009 to 135 FTE in 2010 reflects a mid-year 2009 transfer of the Financial Systems Operations from the Office of the Chief Financial Officer to the Office of the Chief Information Officer.

#### Central information technology

Information technology activities that comprise centralized IT services include Departmentwide computer operations, maintenance and improvements, local area network operations, and other commonly shared Department IT and office automation activities. The funds are administered by the Office of the Chief Information Officer. A total of \$39.244 million is requested, an increase of \$4.5 million from 2009, primarily for EDUCATE, the Department's centralized information technology network. The following projects are included in the Central Information Technology budget:

#### Education Department utility for communications, applications, and technical environment (EDUCATE)

The EDUCATE initiative encompasses the Department's centralized information technology network and telecommunications projects.

EDUCATE operates under a contractor-owned contractor-operated (COCO) model. The COCO model reduces risk to the Government by holding the contractor responsible for managing hardware to meet the Department's requirements. In addition, under the managed services approach of EDUCATE, the contractor is encouraged to become a true partner with the Department, offering creative ways of dealing with the Department's Information Technology challenges. Implementation of the EDUCATE initiative also provides the services and technological capability to enable the Department to comply with Freedom of Information Act requests and E-Discovery inquiries and provide support to Inspector General investigations not previously supported.

A total of \$30.836 million is requested for the Program Administration account share of EDUCATE in 2010, an increase of \$4.699 million from 2009. Items to be supported include security and privacy operations, desktop services, Helpdesk support, data center operations, e-mail, telecommunications services, disaster recovery operations, and printer services. The increase is for additional software licenses, physical moves of equipment to a new data center, load testing software tools for Web application testing, and a pool of laptop computers that the contractor will manage. Improvements to the Department's IT network enable Department staff to perform their tasks more efficiently and provide better service to the Department's customers.

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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#### Independent verification and validation for EDUCATE

Independent Verification and Validation contract support will be used to validate that the EDUCATE contractor, Perot Systems Government Solutions, is performing its

contractual requirements and deliverables with no disruptions in service to Department customers. In 2010, \$497,000 is requested for this contract, no change from 2009.

#### EDWeb

The Department's Internet ([www.ed.gov](http://www.ed.gov)) and Intranet sites provide a critical communications link to both its internal and external customers, including grantees, students, parents, educational institutions, Government agencies, and contractors. The request for maintenance and enhancements of the sites in 2010 is \$1.693 million, no change from 2009. The funds will allow the Department to continue to transform the main Department Web site into a primary vehicle for conducting Department work with stakeholders, enhance the site's search capability, enable customers to create their own personalized view of the Web site content, and improve site administration.

#### IT investment management

The Investment Management project consists of two initiatives. The first initiative is designed to improve the manner in which the Department selects, manages and evaluates IT projects. The second initiative enables the Department to collect and report electronically on data related to its IT projects, as required by OMB Circular A-11 and the Federal Information Management Security Act. A total of \$514,000 is requested for both initiatives, no change from 2009.

#### Information assurance

This project is designed to strengthen key aspects of the Department's IT security, including Departmentwide security awareness and training, security reviews and implementation of corrective action plans, development of disaster recovery plans, and electronic signature authority for Department information and services. An integral part of IT security in the Department is the Managed Security Services Program. This provides real-time security incident management capabilities that support the monitoring of departmental assets, configuration control, and an enterprise view of the health and status of all Department information systems. The budget level for this project is \$3.713 million in both 2009 and 2010.

#### Homeland Security Presidential Directive (HSPD) 12

HSPD-12 is a Homeland Security Presidential Directive designed to increase control and security over Federal Government assets, people, and facilities. In order to implement the Directive, a total of \$247,000 is requested for hardware, software, and professional services. The funding will cover control and security for electronic access to the Department's information systems.

## PROGRAM ADMINISTRATION

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#### E-Rulemaking

E-Rulemaking allows citizens to easily access and participate in the rulemaking process and increases the efficiency of internal agency processes. The initiative has provided the public a single central site ([www.archives.gov/federal-register](http://www.archives.gov/federal-register)) to access more than 450 regulatory actions completed annually over the last 3 years. It also provides a

central location for the public to comment on regulatory actions and reduces the Department's data storage costs. In 2010, \$54,000 is requested for this E-Government initiative.

#### Business gateway

Business Gateway reduces the burden on businesses by making it easy to find, understand, and comply with relevant laws and regulations at all levels of government. Department participation in this initiative has resulted in businesses being better informed of programs administered by the Department. In addition, there is better communication of wage garnishment procedures and steps employers should take to withhold money from employees' earnings in the event they become delinquent on student loan payments. The Department's use of Business Gateway to reach the business community will continue to expand. In 2010, \$46,000 is requested for this E-Government initiative.

#### E-Travel

E-Travel is designed to provide a Governmentwide Web-based service that applies state-of-the-art travel management practices to consolidate Federal travel arrangements, minimize cost, and produce superior customer satisfaction. The Department has migrated its travel services to "E2," a designated E-Travel system. The E2 Travel System provides travelers with a Web-based, end-to-end travel management service with the integration of an online booking engine as well as an authorization and vouchering process. In 2010, \$281,000 is requested for this E-Government initiative.

#### Integrated acquisition environment

Integrated Acquisition Environment creates a secure business environment that will facilitate and support cost-effective acquisition of goods and services by agencies. Through adoption of the tools and services developed as part of this initiative, the Department can make better informed and more efficient purchasing decisions. In 2010, \$67,000 is requested for this E-Government initiative.

#### Geospatial line of business

The goal of the Geospatial Line of Business initiative is to identify opportunities to reduce the cost of Government and improve services to citizens through sharing of geospatial data. In conjunction with this Line of Business, the Department's National Center for Education Statistics provides access to school district geographic and demographic data useful for describing and analyzing characteristics of school districts,

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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children, and K-12 education. In 2010, \$15,000 is requested for this E-Government initiative.

#### IT infrastructure line of business

The IT Infrastructure Line of Business initiative improves the effectiveness and efficiency of IT investments. In 2010, \$40,000 is requested for this E-Government initiative.

#### Education central automated processing system (EDCAPS)

A total of \$7.924 million is requested in 2010 for the continuing operations and enhancement of the EDCAPS core financial system, which includes five major components: the Grant Administration and Payment System (GAPS), the Contracts and Purchasing Support System, the Financial Management Systems Software, the Integrated Support System, and the Travel System. In addition, the Department is currently developing G5, an upgraded grants system that will serve as a shared service provider in grants management for the Federal Government. The G5 system now has a functioning grant payment component and is scheduled to be fully functional by October 2010. Both the Program Administration and Student Aid Administration accounts are providing EDCAPS funding.

#### Grants.gov

Grants.gov was created as a single portal for all Federal grant customers to find, apply, and ultimately manage grants online. In 2010, \$706,000 is requested for this E-Government initiative that is housed at the Department of Health and Human Services. Its future is under review because of capacity concerns.

#### Financial management line of business

The goal of the Financial Management Line of Business initiative is to identify opportunities to reduce the cost of Government and improve services to citizens through business performance improvements in financial management. The Department is actively participating in finding exemplary financial management systems that can be utilized by multiple agencies across the Government. In 2010, \$143,000 is requested for this E-Government initiative.

#### Grants management line of business

The goal of the Grants Management Line of Business initiative is to identify opportunities to reduce the cost of Government and improve services to citizens through business performance improvements in grants management. In 2010, \$134,000 is requested for this E-Government initiative.

### **Office of Management**

#### Central support items



## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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Departmental overhead expenses, which are administered by the Office of Management, cover centralized support and administrative services for all program and staff offices. These services include rent, building alterations and repairs, training, supplies, mail, and interagency agreements for services purchased from other agencies. A total of \$76.228 million is requested for these items in 2010, an increase of \$894,000 from 2009, primarily for rent. The following projects are included in the Central Information Support budget:

#### Rent

The request for rent of \$42.039 million is an increase of \$1.995 million from 2009. The increase from the General Services Administration is primarily due to escalated tax payments and slightly higher lease rates.

#### Security items for personnel and buildings

A total of \$10.927 million is requested for security-related items including guard services, investigations, and the implementation of the Continuity of Operations Plan (COOP). The Federal Protective Service is responsible for setting overall security policy and in determining the costs of security items. The Department works with the Federal Protective Service and other local and Federal law enforcement organizations to assure the safety and security of the Department's many buildings, its classified information, and its employees. The Department's security policies and procedures have been implemented in response to General Services Administration and Department of Homeland Security standards and follow regulations set forth in HSPD-12, FISMA, and a series of Executive Orders concerning security.

#### ED Pubs

The ED Pubs initiative has improved the efficiency of the Department by providing customers with a "one-stop-shopping" approach to the dissemination of materials, such as reports and publications.

A central, offsite location has been created for storage of materials, mailing of publications, and dissemination of grant application materials. In 2010, \$4 million is requested for the funding of a performance-based contract for the ongoing operations of this initiative, no change from 2009.

Multiple offices provide funding for ED Pubs. The portion of the funds requested for the Office of Management are for the infrastructure of the facility, including the customer call center that receives and processes customer requests and for contractor personnel. Funds requested for other offices are for the storage, shipping, and postage expenses of items ordered related to each office.

#### Mail

The 2010 request for mail is \$1.693 million, no change from 2009. Dissemination of information through the mail system is an important way the Department communicates

## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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with its customers. The Department is trying to limit its expenditures on postage by utilizing the services provided by ED Pubs, expanding the use of electronic communication, and using bulk mail services when possible. The costs for mail have decreased by 63 percent since 2002.

#### Transit subsidies

The request includes \$2.234 million to provide subsidies for Department employees who take mass transit to work. Mass transit subsidies provide a way to reduce pollution and traffic congestion, and provide an incentive to help retain staff.

#### Training

A total of \$357,000 is requested for employee training and management development activities in 2010. There will be a focus on computer training, leadership development, and on core competencies in the 16 mission critical occupations that the Department has identified.

#### ePayroll system

Through an agreement with the Department of the Interior, the Department uses the services of the Federal Personnel Payroll System to provide automated human resource services such as payroll operations, a time and attendance system, and training. In 2010, \$953,000 is requested for use of this system, no change from 2009.

#### eTraining – Learning Management System

Through GoLearn, part of the Office of Personnel Management's e-Learning initiative, the Department provides employees cost effective access to over 2,000 e-learning courses covering a multitude of topics. In 2010, \$174,000 is requested for this project, no change from 2009.

#### E-Training

E-Training will consolidate numerous online Federal training capabilities into a premier e-training portal, providing enhanced access to high quality training and competency development for Federal employees. Through participation in this initiative, Department employees have received access to over 2,000 e-learning courses covering a multitude of topics. The e-learning option benefits all employees, but is particularly useful for Regional employees whose work requires frequent travel. In the future, additional courses encompassing a wider variety of topics will be offered to employees. In 2010, \$99,000 is requested for this E-Government initiative.

#### Record information management services (RIMS) support services

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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A total of \$1.074 million is requested to support compliance with Government initiatives regarding the acquisition, release, and maintenance of information. This includes carrying out provisions of the Freedom of Information Act and the Privacy Act.

#### Enterprise human resource integration

The Enterprise Human Resource Integration project streamlines and automates the exchange of Federal employee human resources information. Participation in this initiative will provide the Department's Human Resources managers and specialists with a centralized data warehouse that will assist in workforce planning and analysis capabilities that are currently not possible with a paper-based system. With these tools, trends for retirement, promotions, and reassignments can be accurately forecast and personnel transactions that currently take weeks to finalize will take days. In 2010, \$133,000 is requested for this E-Government initiative.

#### Recruitment One-Stop

Recruitment One-Stop delivers state-of-the-art online recruitment services to job seekers including job searching, online resume submission, applicant data mining, and online feedback on status and eligibility. Job applicants utilizing the Department's automated EdHires system also have access to apply for positions across the Government via automatic access to the USAJOBS system. In 2010, \$25,000 is requested for this E-Government initiative, no change from 2009.

#### Human resources management line of business

The goal of the Human Resources Line of Business initiative is to identify opportunities to reduce the cost of Government and improve services to citizens through business performance improvements in human resources management. The Department will benefit by utilizing "best-in-class" human resources systems that have been approved by the Line of Business. In 2009, \$66,000 is requested for this E-Government initiative.

#### Human resources Web recruitment

The human resources Web system provides the Department with an automated system for recruiting and hiring employees, and provides job seekers with a streamlined job application system. In 2010, \$330,000 is requested to maintain the system, no change from 2009.

#### Human resources information management system

This system provides payroll and personnel information to Department staff, the Office of Personnel Management, and other Federal agencies. In 2010, \$583,000 is requested for this project, no change from 2010.

### **Office of Postsecondary Education**

#### Title II data collection

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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A total of \$400,000 is requested for this contract to support the data collection from States and institutions of higher education and to prepare reports that provide information on national teacher preparation. The contractual assistance will maintain and support the

Higher Education Act Title II accountability database and reporting requirements. The request is no change from 2009.

#### OPE information management system

The OPE information management system assists in the management of key OPE operations. Applications within the system include OPE's Grants Electronic Monitoring System (GEMS), the OPE Field Reader System, the GEARUP Web Data Collection, the Title II Scholarship Administration and Reporting System, and the Audit Tracking System. The 2010 request for continued operation of this system is \$600,000, no change from 2009.

#### IDUES performance management system

This is a Web-based system used to collect grantee performance data that are analyzed by the Institutional Development and Undergraduate Education Programs (IDUES) office for reports for the Title III and Title V programs as required by GPRA. In 2010, \$400,000 is requested for the operations of this system, no change from 2009.

### **Office of Special Education and Rehabilitative Services**

#### Randolph-Sheppard arbitrations

A total of \$220,000 is requested in 2010 for Randolph-Sheppard arbitrations. The Randolph-Sheppard Act authorizes a program designed to provide gainful employment for individuals who are blind to operate vending facilities on Federal and other property. The program was established in 1936 (P.L. 74-732). The Rehabilitation Services Administration is required to administer the arbitration process that involves the convening and monitoring of arbitration panels related to the program.

#### Electronic Grants File

The Electronic Grants File system converts the office's discretionary grants files maintained on paper into electronic format and transfers relevant data stored in the Department's EDCAPS system into a records management system. The 2010 request of \$110,000 for this system is no change from 2009.

### **Office of Adult and Vocational Education**

#### Adult Education national reporting system web-based data collection system

The Adult Education National Reporting System Web-based Data Collection System is a cornerstone of the effort to meet the accountability requirements of the Workforce Investment Act. Statistics for performance measures such as student advances in

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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educational functional levels and employment retention are collected online from grantee States and used as a basis for negotiation of continuous improvement goals. In addition, required narrative reports and annual financial status reports are submitted by the States through the system. In 2010, \$100,000 is requested for operating the system, no change from 2009.

### **Advisory Committee on Student Financial Assistance**

#### Preparation of HEA Title IV related studies

In 2010, a total of \$118,000 is requested for studies related to Title IV of the Higher Education Act. These studies will review the effectiveness of student aid delivery, assess the impact of new policy proposals, and recommend data collection needs.

### **OTHER BUDGET ITEMS**

The funds requested for the offices not mentioned in the previous section—the Offices of English Language Acquisition, Institute of Education Sciences, Safe and Drug-Free Schools, Innovation and Improvement, Deputy Secretary, Under Secretary, General Counsel, and Legislation and Congressional Affairs—are primarily for ongoing operations including travel, supplies, overtime, and small contracts.

## PROGRAM ADMINISTRATION

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### Building Modernization (DEOA)

FY 2010 Authorization (\$000s): Indefinite

Budget authority (\$000s):

<u>2009</u>	<u>2010</u>	<u>Change</u>
\$5,400	\$8,200	+\$2,800

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## PROGRAM DESCRIPTION

The Building Modernization activity supports building renovations and related expenses necessary for the relocation of Department of Education staff within the Washington, D.C., metropolitan area and in several regional offices.

Funding levels for the past 5 fiscal years were:

(\$000s)

2005.....	\$0
2006.....	0
2007.....	2,100
2008.....	2,063
2009.....	5,400

## FY 2010 BUDGET REQUEST

A total of \$8.2 million is requested in 2010 for the Building Modernization activity, based on cost estimates provided to the Department by the General Services Administration. The request is for the renovation of the Mary E. Switzer building in Washington, D.C. Of the total request, \$1 million is for completion of construction drawings. The remaining \$7.2 million will be used for interior construction in the building, including 17 secondary IT wiring closets and a single central IT wiring closet to ensure that access is provided for IT equipment and infrastructure. Construction is scheduled to start in January 2010, and be completed in 2012.

## PROGRAM ADMINISTRATION

### Building Modernization

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Requested funds would be used as follows:

Object Class/Office	Description	2009 (\$000s)	2010 (\$000s)
25.3 Goods/Services from Government (OCIO)	Transfer to the General Services Administration – working in tandem on the project, for IT work for regional office relocations	\$1,000	0
25.3 Goods/Services from Government (OM)	Transfer to the General Services Administration – for regional relocations	274	0
25.3 Goods/Services from Government (OM)	Transfer to the General Services Administration – for Mary E. Switzer building project designs	0	\$1,000
31.3 Other Equipment (OM)	Purchase of furniture and installation for regional relocations	1,651	0
32 Building Alterations (OM)	Renovations to the regional office buildings	2,475	0
32 Building Alterations (OM)	Construction in the Mary E. Switzer building	0	7,200
Total		5,400	8,200

## PROGRAM ADMINISTRATION

### Full-time Equivalent Employment (Staff Years)

OFFICE	2008	2009	2010	Change from 2009 to 2010
Postsecondary Education	179	183	187	4
Elementary and Secondary Education	210	212	227	15
English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students	32	24	26	2
Special Education and Rehabilitative Services	273	265	269	4
Vocational and Adult Education	92	88	88	0
Institute of Education Sciences	187	184	189	5
Safe and Drug-Free Schools	49	43	45	2
Innovation and Improvement	88	85	94	9
Secretary	128	133	137	4
Deputy Secretary	10	8	8	0
Under Secretary	7	6	6	0
General Counsel	97	92	94	2
Planning, Evaluation, and Policy Development	101	102	107	5
Communications and Outreach	130	105	105	0
Legislation and Congressional Affairs	20	15	20	5
Management	186	194	194	0
Chief Financial Officer	232	174	165	(9)
Chief Information Officer	63	125	135	10
Student Financial Aid Advisory Council	8	6	6	0
Total	2,092	2,044	2,102	58



## PROGRAM ADMINISTRATION

### Summary of Budget Authority by Principal Office (\$000s)

OFFICE	2008	2009	2010	Change from 2009 to 2010
Postsecondary Education	\$23,708	\$25,700	\$26,895	\$1,195
Elementary and Secondary Education	28,889	29,928	32,604	2,676
English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students	3,955	2,948	3,272	324
Special Education and Rehabilitative Services	34,779	35,544	37,018	1,474
Vocational and Adult Education	11,973	11,881	12,195	314
Institute of Education Sciences	27,513	27,764	29,270	1,506
Safe and Drug-Free Schools	6,372	6,033	6,455	422
Innovation and Improvement	10,945	10,925	12,310	1,385
Secretary	20,570	21,955	22,945	990
Deputy Secretary	1,522	1,348	1,378	30
Under Secretary	1,042	884	907	23
General Counsel	16,442	15,781	16,507	726
Planning, Evaluation, and Policy Development	24,403	25,993	27,135	1,142
Communications and Outreach	19,925	18,771	19,151	380
Legislation and Congressional Affairs	2,325	1,905	2,551	646
Management	24,076	26,166	26,838	672
Central Support	81,229	79,734	84,428	4,694
Chief Financial Officer	42,127	26,067	25,519	(548)
Chief Information Officer	8,483	27,597	29,088	1,491
Central Information Technology	20,059	35,785	39,244	3,459
Advisory Committee on Student Financial Assistance	937	773	790	17
Total Budget Authority	411,274	433,482	456,500	23,018